



**Michigan Workforce Investment Board**

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# **Operating Procedures**

**Adopted by the Michigan Workforce Investment Board  
November 6, 2002**

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**OPERATING PROCEDURES  
of the  
Michigan Workforce Investment Board**

**Name**

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The name of this body shall be the Michigan Workforce Investment Board, hereinafter referred to as the “MWIB”.

**Purpose**

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The MWIB was established pursuant to Title I of the Workforce Investment Act of 1998 and Executive Order 2002-5, as an executive advisory body to provide policy guidance and help ensure the overall coordination of career development programs in Michigan.

In order to facilitate the development of a system that produces a workforce with the required skills to maintain and enhance the state’s economy, the MWIB shall develop and recommend to the Governor policies and plans to assure the continued development of an integrated statewide career development system designed to increase the employment, retention, earnings, and occupational skill attainment of all Michigan citizens.

**Duties**

The duties of the MWIB shall be those indicated in Title 1 of the Workforce Investment Act of 1998, Executive Order 2002-5, and subsequent Executive Orders.

**Subcommittees**

Subcommittees may be established by the MWIB to carry out the various duties and functions of the MWIB. Subcommittees shall meet as often as necessary to conduct the special and regular business of the MWIB. The Board may adopt, reject, or modify recommendations proposed by subcommittees.

The chairperson shall appoint the subcommittee chairs, vice-chairs, and subcommittee members. These appointments will reflect a fair representation of MWIB membership based on member preferences.

## **Membership**

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The MWIB shall have 53 members, of which the Governor shall appoint 47 with a majority representing state business entities. The Governor shall also designate, from representatives of state business entities, a Chairperson and Vice Chairperson.

The membership shall represent geographically diverse regions in the state and consist of individuals with optimum policymaking authority within the organizations, agencies, or entities they represent. Board members may serve only while holding the position that qualified them for membership on the Board.

### **Compensation**

Members of the MWIB shall serve without pay, but may be reimbursed for actual meals, lodging, and travel expenses incurred while conducting MWIB business. MWIB members can be reimbursed for attendance at other meetings, conferences, seminars, etc., when they are representing the MWIB. Such attendance shall be authorized, in advance by the Chairperson.

## **Meetings**

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### **Meeting Schedule**

The MWIB shall meet at prearranged locations, which meet barrier-free specifications, within the State of Michigan. Meetings shall be held quarterly, unless otherwise notified.

### **Attendance**

The Chairperson of the MWIB may request the resignation of MWIB members who decline, without good cause, to attend at least three consecutive, regularly scheduled meetings of the full MWIB, or a total of five such meetings in a 24-month period. In lieu of a resignation request, the Chairperson may recommend to the Governor that the MWIB member involved not be reappointed to the MWIB.

### **Agendas**

MWIB members wishing to have an item placed on the agenda should submit such items with appropriate background information to the Michigan Department of Career Development (MDCD) at least 21 calendar days before the regular meeting. The agenda shall be set by the Chairperson and will include at a minimum (not necessarily in this order):

1. Public Comment
2. Minutes of the Previous Meeting
3. Items Requiring Action by the MWIB
4. Informational Presentations
5. Other Business
6. Adjournment

Background material and handouts will be provided to MWIB members 14 calendar days in advance of a MWIB meeting, unless circumstances dictate otherwise.

MWIB members and the general public are invited to transmit to the MWIB, through the MDCCD, any handouts, written materials, or other documents pertinent to career development issues.

The MWIB shall provide the opportunity to receive comments from the general public at each meeting. When appropriate, the Chairperson may establish a time limit for each commenter after taking into consideration the number of individuals giving comments and the length of the agenda.

### **Rules of Discussion**

Any issue related to the responsibilities of the MWIB shall be limited to the specific issues of employment, training, career education, and related services. The Chair shall rule on what is germane to those issues, subject to Robert's Rules of Order.

Recommendations to the Governor or other appropriate persons or agencies shall be confined to the limits of the discussion. Members may submit for consideration dissenting positions which will be transmitted with the recommendation if such action is approved by majority vote of the MWIB. Suspension of this policy requires majority vote.

### **Quorum and Voting**

A quorum shall consist of half plus one member of the full MWIB, with a majority of the majority from business entity representation, whether physically present at the meeting of the MWIB or present by use of a two-way speakerphone. No official business of the MWIB shall be conducted in the absence of a quorum.

### **Conflict of Interest**

MWIB members shall abstain from voting on issues pertaining to organizations, agencies, or entities with which they are affiliated and shall refrain from influencing the votes of other Board members pertaining to such issues.

## **Minutes**

Minutes of all MWIB and Committee meetings will be taken by MDCD staff and mailed to MWIB members 14 calendar days in advance of the next MWIB meeting. The minutes shall contain a summary of discussions and record all actions taken by the MWIB and/or committee.

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## **Staffing**

Personnel of the Michigan Department of Career Development (MDCD) shall staff the MWIB. All legal, legislative, and media contacts shall be referred to MDCD.

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## **Miscellaneous**

### **Rules of Order**

Any situation not covered by these operating procedures shall be governed by Robert's Rules of Order.

### **Amendments to Operating Procedures**

Amendments to these operating procedures may be proposed as an agenda item for any regularly scheduled meeting of the MWIB. The Chairperson or a designee shall mail copies of proposed amendments to each member at his/her current business address at least five days prior to the meeting at which voting on the amendments will occur.

Voting on proposed amendments will take place at the first regularly scheduled meeting of the MWIB following the meeting at which amendments were proposed, unless the membership by majority affirmative vote determines that more time is necessary.

Amendments shall be adopted upon the affirmative vote of two-thirds of the total membership of the MWIB.